

**Court of Appeals, Division II
Tacoma, Washington**

JUDICIAL ADMINISTRATIVE ASSISTANT

DUTIES AND RESPONSIBILITIES:

Acts as confidential administrative assistant and personal secretary to a judge or judges of the Court of Appeals – Division II and also serves as their principal paralegal assistant. May serve as administrative assistant to the Chief Judge or the Presiding Chief Judge of the Court of Appeals.

MINIMUM QUALIFICATIONS:

Two year Associate of Arts degree in legal secretarial science or related field or a paralegal degree; **AND** five years' experience as a legal secretary or paralegal, executive secretary, or confidential administrative assistant. At the discretion of the hiring judge, a legal secretarial certificate or equivalent may be substituted for an AA degree or paralegal degree on a year-for-year basis.

Paralegal experience or administrative legal experience may be substituted for the education on a year-for-year basis.

Word processing skills required.

DESIRABLE QUALIFICATIONS:

The position requires strong executive secretarial skills. Must be a self-starter and excel at multi-tasking. Must have the ability to prioritize and complete work assignments independently. Must excel in grammar and have proficiency in the use of Microsoft WORD and Westlaw.

A complete description of the position, including salary information and application instructions can be found at www.courts.wa.gov/employ. The career section of our website also contains a complete list of other current employment opportunities. We encourage you to peruse this site for other positions that you or your colleagues may be qualified for.

SALARY AND BENEFITS:

- Salary \$43,860 – \$57,516 per year DOQ (Range 52) – *starting salary will be no higher than the lower range*
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit a cover letter, résumé, and completed judicial branch application by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: employment@courts.wa.gov

Fax: 360-586-4409

No applications will be accepted by the Court of Appeals.

CLOSING DATE: Application packets must be received by 5:00 p.m. on Wednesday, September 2, 2015.

The Court of Appeals is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to colleen.clark@courts.wa.gov.